

DCDS FINANCIAL USERS NETWORKING MEETING
Meeting Minutes for September 6, 2007

Present:

Jennifer Le, Agriculture	Mary Hines, Labor & Economic Growth
Dorie McArthur, Agriculture	Deb Bachman, Lottery
David Batz, Auditor General	Sheri Peck, Lottery
Dennis Strzalkowski, Auditor General	Natalia Tiemann, Lottery
Elizabeth Torres, Auditor General	Deb Gillis, DMB
Raj Mehta, Civil Rights	Cindy Johnson, DMB
Diane Coon, Community Health	Brad Weber, DMB
Nanette Gordon, Community Health	Adel Beachnau, DMB/OFM
Melissa Mires, Community Health	Cheryl Blonde, DMB/OFM
Lisa Smyth, Community Health	Brian Curran, DMB/OFM
Bidhan Redey, Corrections	Ed Dettling, DMB/OFM
Jennette Woodruff, Education	Rachel Green, DMB/OFM
Bob Holmes, Environmental Quality	Ruth Mealy, DMB/OFM
Jill Trepkoski, Environmental Quality	Jeremy Piggott, DMB/OFM
Sally Anthony, Human Services	Lisa Palmer, Military & Veterans Affairs
Colleen Curtis, Human Services	Mary Jo Letner, DNR
Glenda Lyon, Information Technology	Matt Gardner, State Police
Diann Pintacura, Info. Technology	Suzette Walker, State Police
Julie Solgat, Information Technology	Patrick McCarthy, Transportation
Diane Giganti, Judicial	Nicole Leipprandt, Treasury

Approval of the Agenda – Ed Dettling

The agenda was approved with the addition of one item – Outstanding Payroll Warrants.

ITEMS FOR DISCUSSION

Executive Order Consolidations - Affect on DCDS and DSAs

Ruth updated the group on the consolidation efforts. The Internal Audit consolidation is moving forward and the scope document has been approved. The Accounting consolidation has been put on hold until OFM, Office of the State Budget, and the Executive Office meet to address the aggressive timeline established and other department-specific issues. There is a draft of the scope document. The DSA portion has been reworded since some of the accounting functions will have to be within the Office of the State Budget. This identifies that some of the functions will need to be shifted. The Human Resource consolidation was effective August 26. All directors and staff have been recoded in HRMN identifying them as Civil Service Commission employees but they still show in the department process levels. It was suggested that the DCDS FUN group be added to the distribution of any memos or emails sharing information about the consolidation and Ruth will

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Meeting Minutes for September 6, 2007

ask Mike if this would be possible. There was a question whether the DCDS DSAs and MAIN ASAs will be staying within the departments. The functionality exists which allows someone to be an Office of the State Budget employee and have access to their agency's process levels but it is unknown who will have the responsibility of managing this.

Split Pay

Ed informed the group that Pre-Split will be the pay period of September 9-22, with a pay date of October 4. Split Pay is the pay period of September 23–October 6, with a pay date of October 18. The FMGs have been updated as of September 13. These dates are in the year-end closing schedule (http://www.michigan.gov/documents/Y2ClosSchrevised_32348_7.rtf).

AY-FY Insurances Split Pay

Jeremy stated that it had been brought to OFM's attention that when Data Collection Adjustments (DCAs) were done for new year insurances and split pay dates were included in these adjustments, old year insurances coding blocks related to pre-split pay were being picked up and adjusted. This year, the new year portion of insurances related to pre-split pay will be attached to the split pay pay period end date in DCDS (10/06/07) and old year portion of insurances related to pre-split pay will be attached to the pre-split pay period end date (9/22/07). This will result in data collection adjustments that include split pay dated insurances only picking up the new year portion of pre-split insurances.

BLT Payoff Corrections

Mary Jo asked if these BLT corrections are hitting something else? It would be helpful if this information could be sent to the agencies ahead of the time it is going to post. These adjustments had to be processed in a way it didn't affect any notices received. The adjustments hit the payroll clearing fund. This BLT payoff was paid through labor distribution since it is an employer deduction.

Jury Duty Repayments

Mary Jo stated that jury duty repayments have been changed from revenue to spending and the comp/object codes need to be changed. OFM – PTRD will research to determine the correct accounting for the jury duty repayments and will reissue the FMG on this topic.

Time and Expense Project

DCDS FINANCIAL USERS NETWORKING MEETING
Meeting Minutes for September 6, 2007

Ruth informed the group that we hope to announce a project manager in the next couple of weeks. We are working through the process of getting this person assigned.

Outstanding Payroll Warrants

It was asked if the individual issued warrants could be at the 900 level. This item will be evaluated as part of the Time and Expense Project.

OFM currently runs queries on the outstanding warrants under agency 900 and forwards these to agencies.

If you would like to be on the distribution list to get the results of these queries for your agency, contact your OFM Accounting Liaison.

OPEN DISCUSSION

No items for discussion.

NEXT MEETING

The next meeting will be Thursday, December 6, 2007 at 10:00 a.m., in the Michigan Room, First Floor, Romney Building.